

Updating a TRAIN Account – Any Health Department

1. Logon to TRAIN Virginia: <https://va.train.org>
2. Click **My Account** in one of the two places shown below:



3. On the **Details** tab, make sure that
 - a. Your **first** and **last name** is the same as the one on your paycheck
 - b. Your **email address** is your VDH email address
 - c. You have typed “Virginia Department of Health” in the **Organization** field

This screenshot shows the 'My Account' details page. The 'Details' tab is selected. The page contains various form fields for user information. Red arrows point to the 'First Name' field (containing 'Robert'), the 'Email' field (containing 'robert.bradley@vdh.virginia.'), and the 'Organization name' dropdown menu (set to 'Virginia Department of Health'). Other fields include 'Last Name' (Bradley), 'Title' (Distance Learning Coordinat), 'Department / Division' (ORCE), 'Address 1' (109 Governor St.), 'City / Township / Town' (Richmond), 'Country' (United States), 'County' (none), 'Telephone (daytime)' ((804) 864-8233), 'Telephone (evening)' (i.e. 123-456-7890), 'Fax', 'Middle Name', 'Bureau/ Section', 'Address 2', 'State / Territory' (Virginia), 'Zip code / Postal code' (23219), 'Extension', 'Mobile', and 'Pager'. A 'Reset Password' button is also visible.

4. Click the **Groups** tab



5. If you have transferred from another office or district click the Remove Groups button to remove your old location groups.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal 

Selected Groups:

National/Virginia/Not a Virginia Certified EMS Provider

National/Virginia/State Agency/Department of Health/Central Office: Office of.../Public Health and Preparedness/Office of Risk Communication and Education

6. Click the State Portal Select Groups button to add your current groups.

A screenshot of the 'Groups' tab. At the top are tabs for 'Details', 'Groups', and 'My Profile'. The main content area has a heading 'Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below.' followed by two numbered steps: 1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corp), or "CDC Portal" (Center for Disease Control and Prevention). 2. Select your groups within each portal. Below this is a note: 'The portals and groups you select will determine what TRAIN content (including courses) you can access.' Then, there is a prompt: 'Select the state or territory in which you work, study, or reside - or select "International".' followed by three sections: 'State Portal' with a 'Select Groups' button and a 'No Groups Selected' label (with a red arrow pointing to the label); 'MRC Portal' with a 'Select Groups' button and a 'No Groups Selected' label; and 'CDC Portal' with a 'Select Groups' button and a 'No Groups Selected' label. At the bottom is a note: 'Note: You must select at least one portal.'

7. Make sure that you have selected...

- Virginia
- Whether or not you are an EMS provider
- State Agency
- Department of Health
- Virginia Health Districts
- Your current particular Health District
- Your current Health Department if applicable

Click **Submit**.

Virginia

Assignment mode: ☒ Simple ☐ Advanced

Not a Virginia Certified EMS Provider

State Agency

Department of Health

Virginia Health Districts

Central Shenandoah Health District

Augusta County

Submit Close

8. If you have changed your Medical Reserve Corps affiliation click the MRC Portal Remove Groups button.

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal

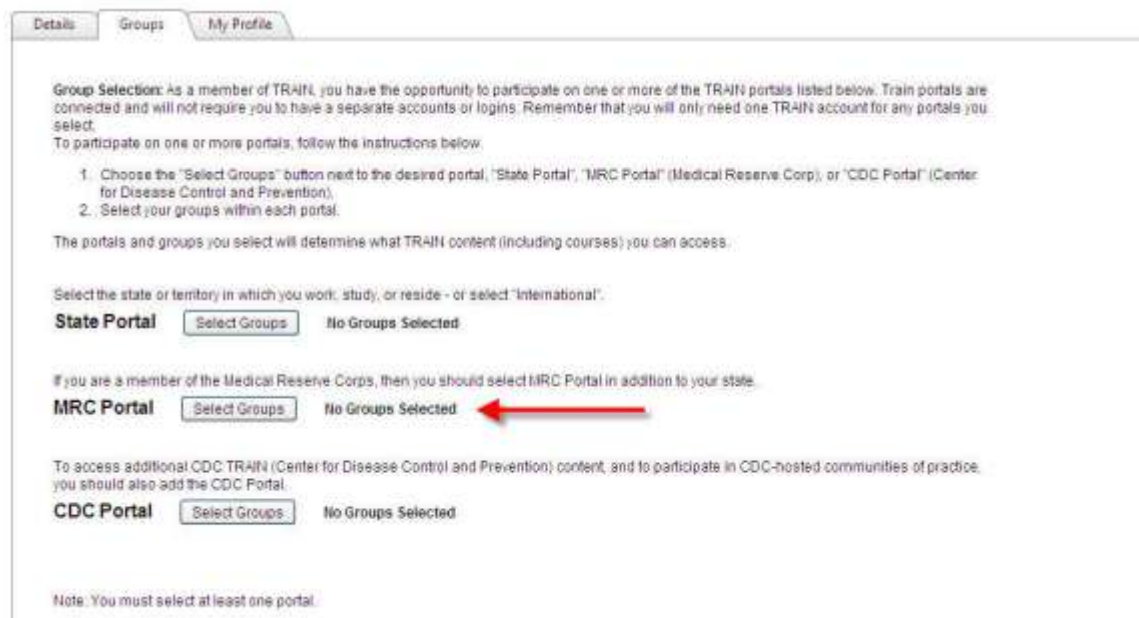
Select Groups

Remove Groups

Selected Groups:

National/Medical Reserve Corps (MRC)/Region 03 (III)/Virginia/Richmond City Medical Reserve Corps

9. To add your new MRC group affiliation click the MRC Portal Select Groups button.



The screenshot shows a web interface with three tabs: "Details", "Groups", and "My Profile". The "Groups" tab is active. The page contains instructions for group selection and three sections for portal selection: "State Portal", "MRC Portal", and "CDC Portal". Each section has a "Select Groups" button and a "No Groups Selected" status. A red arrow points to the "MRC Portal" "Select Groups" button.

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below:

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corp), or "CDC Portal" (Center for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

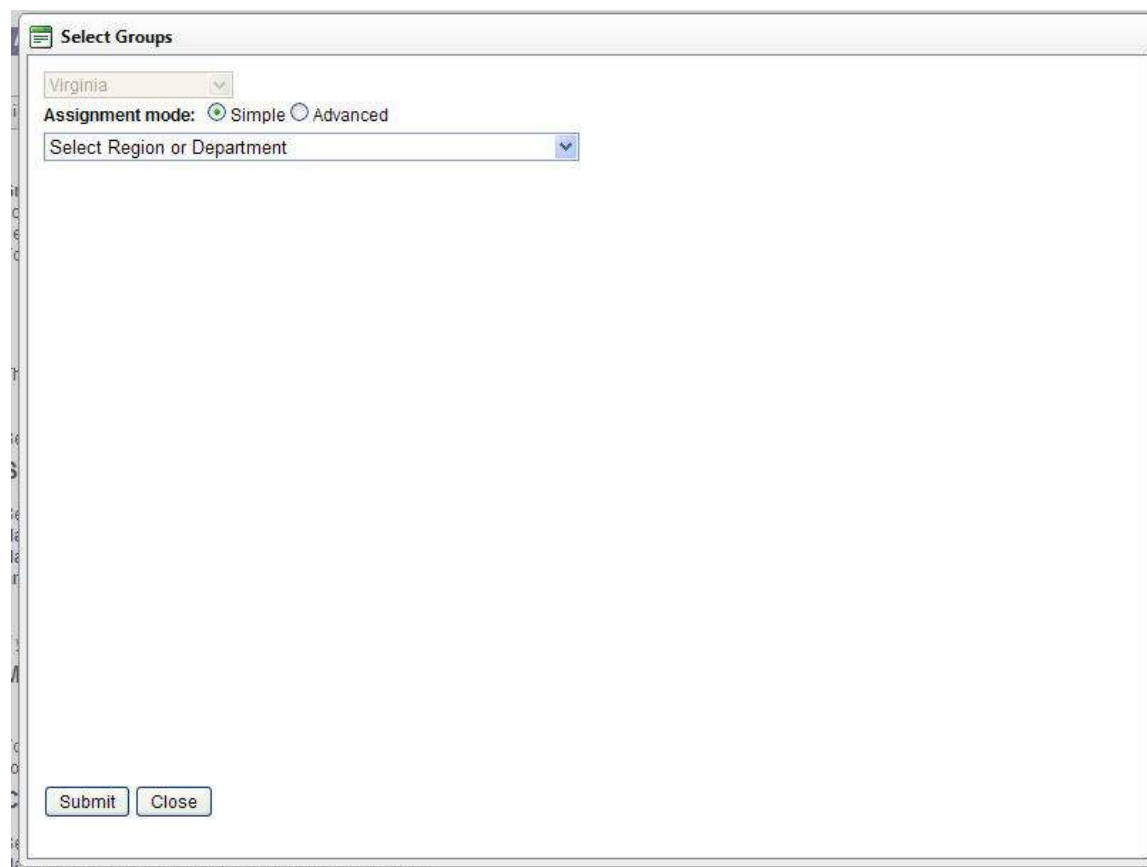
MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

10. Select Region or Department and click **Submit**.



The screenshot shows a "Select Groups" dialog box. It has a dropdown menu for "Virginia", a radio button for "Simple" (selected) and "Advanced" for "Assignment mode", and a dropdown menu for "Select Region or Department". At the bottom are "Submit" and "Close" buttons.

Select Groups

Virginia

Assignment mode: ☒ Simple ☐ Advanced

Select Region or Department

11. To add CDC group affiliation if none are already selected (VDH Employees are required to have a CDC group selected) click on the CDC Portal Select Groups button.

Details Groups **My Profile**

Group Selection: As a member of TRAHN, you have the opportunity to participate on one or more of the TRAHN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAHN account for any portals you select.

To participate on one or more portals, follow the instructions below:

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), or "CDC Portal" (Center for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAHN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal No Groups Selected

To access additional CDC TRAHN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

12. Upon completion of the CDC group selection, click **Submit**.

Select Groups

Select Community of Practice

13. Click on the **My Profile** Tab

14. Select **Virginia Attributes** from the drop-down menu

My Account

Details Groups **My Profile** My Presenter Info

Please choose a category of additional user attributes: Virginia Attributes

15. Make sure the Value beside “Current VDH Employee” is **Yes**

16. Make sure you select your “Race/Ethnicity”

17. If you are a manager or supervisor check the box for “Manager/Supervisor”

My Account

Details Groups My Profile My Presenter Info

Please choose a category of additional user attributes: Virginia Attributes

Please enter the appropriate information (optional).

Virginia Attributes	Value
Current VDH Employee *	Yes
Professional Association Number	
Race / Ethnicity	A = White (includes Arabian)
Manager / Supervisor	<input type="checkbox"/>

Save and Back Cancel

18. Click **Save and Back**